

# Lockdown Policy

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## **SCC Guidance – a good principle ‘Go in, Stay in, Tune in’**

‘CLOSE procedure’:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – be aware you may be in lockdown for some time

## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure, pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks. Good procedures will minimise disruption and may be activated in a number of situations which could include the following:

- An intruder on the school site (with a potential to pose a risk to pupils and staff)
- A warning being received regarding a risk of air contamination (smoke plume, gas cloud etc)
- A dangerous dog loose on or near to the school site
- A reported incident/civil disturbance in the local community in the vicinity of the school
- A major fire near to the school

## **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place immediately on hearing X 10 bursts of the school bell (the fire alarm system will not be used)

## **Procedures**

- Students and staff who are outside the building will be brought inside as quickly as possible
- Those inside should remain in classrooms
- All external doors will be locked
- All classroom, office and connecting doors should be closed and where possible locked. If door cannot be locked then a barricade should be placed across the door
- All windows will be closed and where possible locked with blinds drawn
- Lights, Smart boards and computer monitors to be turned off
- Mobile phones to be put on silent
- All students and staff should be positioned away from possible sightlines from external doors/windows

- Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged
- If practicable staff should notify the School Office/Reception by phone that they have entered a lockdown and identify those students not accounted for

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support students in keeping them calm and quiet
- Staff should access the school email system e.g. by use of a pc, laptop, smart phone or tablet and await further instructions
- Staff to remain in lockdown positions until informed by key staff e.g. SLT, or the emergency services confirm in person that there is an all clear

## **Communication with parents**

- If necessary parents will be notified as soon as is practicable to do so via the school's established communication network – text
- Parents will be told:
  - » ‘...the school is in a full lockdown situation. During this period the switchboard and entrance will be un-manned, external doors locked and nobody allowed in or out. The school understands their concern and will be doing everything possible to ensure their child's safety.
- Depending on the type and severity of the incident, parents/guardians may be asked NOT to collect their children from school as it may compromise the safety of themselves and others.
- Pupils will not be released to parents/guardians during a lockdown.
- Parents will be asked not to contact the school by calling as this may tie up important communication with the emergency services.
- If the end of the day is extended due to the lockdown, parents/guardians will be notified and will receive information about the time and place students can be collected from office staff or the emergency services.

## **Staff Roles**

- Once all students and staff are safely inside SLT will meet in the Headteacher's office to carry out an on-going risk assessment based on advice from external agencies
- SLT/Office team will call the police if necessary
- The School Caretaking staff lock the school's front doors and entrances
- Individual Teachers/LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

## Lockdown Drill

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

## Review

This policy and procedures will be reviewed annually as part of the School's Health and Safety procedures.



### **Lockdown Policy**

Owned by: P Taylor

Reviewed: September 2021

Date for Review: September 2022